



# South Coast Air Quality Management District

## Rule 314 – Fees for Architectural Coatings

### Bulleted Instructions for web-based reporting application (314-Web)

The following instructions will guide you through the 314-Web reporting application. The program was designed to allow users to export the report from the prior year in a text file and update the data in Microsoft Excel to reflect the sales and coatings for the current reporting year.

Simplified Instructions	Detailed Instructions
<ul style="list-style-type: none"><li>Go to Rule 314 website</li></ul>	<ul style="list-style-type: none"><li>Go to <a href="http://www3.aqmd.gov/webappl/wc/security/login.aspx">http://www3.aqmd.gov/webappl/wc/security/login.aspx</a> to get to the <b>Annual Quantity and Emissions Application</b></li></ul>
<ul style="list-style-type: none"><li>Enter User ID &amp; Password</li></ul>	<ul style="list-style-type: none"><li>Enter the User ID &amp; Password. If you misplaced your password, click on “<a href="#">email my password</a>” link. If no security question is displayed, contact <a href="#">Carolyn Jones</a>.</li></ul>
<ul style="list-style-type: none"><li>Click on the Rule 1113 link</li></ul>	<ul style="list-style-type: none"><li>In the blue Browse Applications box on the left, click on the <a href="#">R1113</a> link to Submit Rule 1113 Application</li></ul>
<ul style="list-style-type: none"><li>Click the link for the report from the prior year</li></ul>	<ul style="list-style-type: none"><li>In the <b>Version</b> column of the table, click the link for the latest report from the prior year (i.e. the report in ‘submit’ status)</li></ul>
<ul style="list-style-type: none"><li>Click “<a href="#">Export Product Raw Data</a>”</li></ul>	<ul style="list-style-type: none"><li>Click the “<a href="#">Export Product Raw Data</a>” button</li></ul>
<ul style="list-style-type: none"><li>Edit file using Microsoft Excel</li></ul>	<ul style="list-style-type: none"><li>Save file on the Desktop for easy access; launch Microsoft Excel and open saved file using Microsoft Excel; edit data by adjusting annual sales data, modifying coating information and/or adding or removing products as necessary</li></ul>
<ul style="list-style-type: none"><li>Remove header row completely</li></ul>	<ul style="list-style-type: none"><li>Remove header and footer rows completely and ensure that file contains no commas, apostrophes, quotation marks or trademark symbols (™ ® ©)</li></ul>
<ul style="list-style-type: none"><li>Save file</li></ul>	<ul style="list-style-type: none"><li>Save file as a Text (Tab Delimited) file</li></ul>
<ul style="list-style-type: none"><li>On Rule 314-Web click “<a href="#">New Report</a>”</li></ul>	<ul style="list-style-type: none"><li>Return to Rule 314 Webpage and click the “<a href="#">New Report</a>” link in the current reporting year; it may be necessary to re-enter User ID &amp; Password</li></ul>
<ul style="list-style-type: none"><li>Create report and upload saved file</li></ul>	<ul style="list-style-type: none"><li>Click “<a href="#">Create Report</a>”, then “<a href="#">Upload/Copy Products</a>” and then “<a href="#">Browse</a>”; select the Text (Tab Delimited) file and click “<a href="#">Upload</a>”</li></ul> <p><i>Note: Once you click on the create report link, a ‘report’ will exist for that reporting year, even if you have not entered any data. If you exit the program and log back in to work on the report, click on the link for the reporting year (i.e. <a href="#">2013</a>) in the Report Summary screen to continue to add or enter products. You can get to that screen at any time by clicking on the <a href="#">Report Summary</a> link located on the top of the screen in the dark blue strip.</i></p>
<ul style="list-style-type: none"><li>Click “<a href="#">Accept</a>”</li></ul>	<ul style="list-style-type: none"><li>If upload was successful, click “<a href="#">Accept</a>”</li></ul> <p><i>Note:</i></p>



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	<ul style="list-style-type: none"><li>▪ <i>The program may give a warning if it detects an issue (i.e. a product over the VOC limit) and may prompt you to confirm your entry.</i></li><li>• <i>Once you click accept, the data will remain in the system even if you exit the program.</i></li></ul>
<ul style="list-style-type: none"><li>• Review Data</li></ul>	<ul style="list-style-type: none"><li>• Review data to ensure accuracy and completeness. Changes, additions, and/or deletions may still be made.</li></ul>
<ul style="list-style-type: none"><li>• Click “<b>Submit</b>”</li></ul>	<ul style="list-style-type: none"><li>• After review process is complete, click “<b>Submit</b>”. User may no longer make alterations to the data at this point.</li></ul>